

## **California Teleconnect Fund (CTF) - Service Discounts Certification Application**

### **Instructions for Applicants:**

Applicants shall provide all information required on the application and return the completed application to the Commission for review. If applicants are applying for discounted services under more than one entity type, a separate application form is to be used for each entity type. Service under the discounted rates is not available until the application has been reviewed, in the order received, by the California Public Utilities Commission (CPUC) staff.

The Telecommunications Division will notify eligible entities, in writing, of the status of their application. The specific date of eligibility will be the date filed shown on the approval letter if you contact your telephone service provider (TSP)<sup>1</sup> within 30 days of the approval letter date; otherwise, your CTF discount will apply on the date of your contact. Confirmed eligibility does not automatically establish participation. All participation is subject to the availability of program funds, which are administered on a first come, first served basis. If applicants add to or change subscribed services after they start participating in the program, they must inform the utility customer service representative at the time changes are made of their participation in the CTF program. This information is necessary to ensure accurate claims information and timely program payments

Applicants are responsible for notifying the CPUC of any change in any statements attested to in the application within 30 days from the date of the change. This notification shall be accomplished by filling out a new certification application, along with any required attachments, and a brief explanation of the change. All applications and any notifications of changes shall be mailed or hand delivered to:

California Public Utilities Commission  
Telecommunications Division - Attention: CTF Program  
505 Van Ness Avenue, Third Floor  
San Francisco, CA 94102

Upon receipt of information regarding changes, the staff will evaluate whether the customer still qualifies for the California Teleconnect Fund discounts.

Effective May 8, 2003 the new process simply requires you to contact your service provider, inform the customer service representative that you are a CTF participant and ask that eligible

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<sup>1</sup> TSP must be certificated by the CPUC and have CTF provisions in its tariff on file with the CPUC to provide discounts on CTF-eligible services, pursuant to Public Utilities Code Section 280(c). Please view the current CTF participating carriers at:  
[jw-lyy@rve\(c\)qxkv0](#)

services be added to your account to receive CTF discounts. You will be required to provide your CTF application number and the carrier may request that you provide a copy of your eligibility letter from the Commission. If you are unsure of your CTF application number, you can find the CTF application number on the Commission's website at:

<http://www.cpuc.ca.gov/ctf>

**Guidelines for completing the CTF application. Please note that failure to include the accurate data or attach the required document(s) will delay the review and processing of the CTF application.**

**Public/Charter School:** The school's 14-digit California Department of Education (CDE) Code # should be written legibly. The CDE Code # should be used and **not** the Internal Revenue Service (IRS) Tax ID No. The school district's CDE Code # ends with seven (7) zeros. Please ensure that the school's name and address on the CTF application match the school's name and address as listed on the California School Directory. The endowment question must be answered yes/no.

**Private School:** The school's 14-digit CDE Code # should be written legibly and **not** the school's IRS Tax ID No. Attach a copy of the IRS tax-exempt status letter that is addressed specifically to the school. If the IRS tax-exempt status letter is addressed to an entity or organization other than the school, please provide a signed letter stating the school's relationship to that entity; a copy of the latest cover page directory (such as Official Catholic Directory, white page directory, or similar directory); and a page in the directory listing the organization and the school. The endowment question must be answered yes/no.

**Library:** Please provide a copy of the California Teleconnect Fund Certification from the California State Library. Please ensure that the library's name and address on the CTF application match the name and address shown on the certificate.

**Municipal, county government or hospital district owned and operated hospital or clinic:** Please provide a letter stating that the hospital/clinic is owned, operated, and maintained by government employees, a copy of the hospital/clinic directory cover page, and a page in the directory showing the name and title of the person signing the letter.

**Community Based Organization (CBO):** To qualify for CTF discounts, a CBO must directly offer health care, job training, job placement, educational instruction or a community technology program offering access to and training in the Internet and other technologies to the community.

Please attach a copy of each of the following: (a) IRS tax-exempt status letter that is addressed to the organization; (b) latest IRS Form 990 that is addressed to the organization; (c) mission statement; and (d) brochure of the organization. If the organization's corporate name changed after the issuance of the IRS tax-exempt status letter, or it is using a business name that is different than the corporate name, please provide a Certificate of Amendment of Articles of Incorporation from the Secretary of State, fictitious business name filed with the County Clerk, or similar document(s) indicating the name change. Further, if the address on the application

does not match the address shown on the IRS tax-exempt status letter and Form 990, please provide an explanation by signed letter.

In addition to the above documents, a non-profit hospital, clinic, or health care facility applying as a CBO must respond to the following questions:

1. List the names and addresses of your board of directors and describe how the board of directors is representative of the community you serve.
2. Are you located in a rural area and/or do you provide health care to a rural population? If yes, describe that rural area/community.
3. Describe the geographic community or neighborhood, community of identity, or community of interest to which you provide health care.
4. Is your yearly revenue, including grants and contributions, under \$50 million? If yes, state the amount of your yearly revenue.

Please type the E-mail address of the contact person completing/signing the CTF application, and send only one copy of the CTF application to the Commission. In addition, please provide the TSP's telephone number and e-mail address if known, if the TSP is not listed under the contact information for CTF participating carriers at: <http://www.cpuc.ca.gov/ctf>

Please note that only certain carriers offer DSL at CTF discount. Therefore, please check with your carrier before subscribing to DSL to ensure that the CTF discount will apply. In addition, if you have more than one TSP, please list them on a separate sheet of paper.

### **FEDERAL COMMUNICATIONS COMMISSION (FCC) E-RATE PROGRAM**

The FCC provides E-rate discount to qualifying schools and libraries. If you have not applied for E-rate, please contact the FCC at 1-888-203-8100 or visit their website at <http://www.universalservice.org/sl/>

CTF Application No.

CALIFORNIA TELECONNECT FUND
Service Discounts Certification Application

Name of Institution or Organization:

Charter School's Sponsoring District:

Mailing Address:

Please check one of the following boxes to identify your entity type (use a separate form for each entity if you are applying for service discounts under more than one type):

K-12, Public School / Public School District
Please enter your 14-digit CDE Code #: \_\_\_\_\_

K-12, Non-Profit Private School
Please enter your 14-digit CDE Code #: \_\_\_\_\_
(Please attach a copy of Internal Revenue Service of tax-exempt statement.)

Library eligible for funds in the state-based plans under Title III of the Library Services and Construction Act, now the Library Services and Technology Act.
(Please attach a copy of California State Library certification.)

Municipal, county government or hospital district owned and operated hospital or health clinic.

Community based organization, tax exempt under Section 501(c)(3) or 501(d) of the Internal Revenue Code and offering at least one of the following : health care, job training, job placement, educational instruction or a community technology program offering access to and training in the Internet and other technologies. (Please attach a copy of your IRS tax-exempt status letter and Form 990.)

Date Stamp

Please answer yes or no to the following questions:

If you are applying as a school, does your endowment exceeds \$50 million?

Are you are a necessary small school as defined by Education Code Section 42283?

Applicant's Telephone Service Provider (TSP)\*:

TSP's phone number\*:

TSP's e-mail address\*:

Applicant is responsible for notifying the California Public Utilities Commission (CPUC) within 30 days of any change of the above statements.

I, (please print name and title) \_\_\_\_\_, declare under penalty of perjury under the laws of the State of California that I am authorized to act on behalf of the above-named institution, that the above statements are true and accurate to the best of my knowledge and belief, and that the subscribed discounted telecommunications services will not be sold, resold, transferred or shared with any other non-qualifying entity or person.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Tel: ( ) \_\_\_\_\_ FAX (Required): ( ) \_\_\_\_\_ E-Mail (Required): \_\_\_\_\_

For CPUC Use only:

Certification Application Complete:

Yes \_\_\_\_\_ No \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

\*TSP must be certificated by the CPUC and have CTF provisions in its tariff on file with the CPUC to provide discounts on CTF-eligible services, pursuant to Public Utilities Code Section 280(c). Please provide the TSP's telephone number and e-mail address if known, if the TSP is not listed under the contact information for CTF participating carriers at: http://www.cpuc.ca.gov/ctfE
If you have more than one TSP, please list them on a separate sheet of paper.